

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
LIMITED USE/CLAIM REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing proofs of claim and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: _(____)_____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Signatures on proofs of claim shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.
2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. All proofs of claim or other documents filed using my password will contain my signature as set forth in paragraph one.

3. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits to proofs of claim I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. I agree to abide by all of the requirements set forth in the Interim Operating Order, Administrative Procedures for Electronically Filed Cases currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

G I also file Requests for Notice and request access to the Batch Filing process.

Please Return to: U.S. Bankruptcy Court
Attn: Sue Christensen
230 N. First Ave., #101
Phoenix, AZ 85003-1706

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CLAIMS FILING INSTRUCTIONS

- A. The Limited Use/Claims Filing Password may be used to electronically file proofs of claim, amended claims, withdrawals of claims and assignments or transfers of claims. An attorney level ECF filing password also may be used by the attorney to file claims.
- B. To file a proof of claim, amended claim, withdrawal of claim, or an assignment or transfer of claim, follow these instructions.
1. Select **File Claims** under **Bankruptcy**.
 2. Input Case Number
Leave **Name of Creditor** field blank and leave **Type of Creditor** box on creditor, and click on **Next** (a creditors list box will be displayed), open that box and select your claimant from list. Open the box displayed by clicking on the name shown in the box. This will give you the beginning of the list of creditors. You may need to scroll down the list to find your creditor. To find the scroll down bar at the right end of the box, you may first need to use the left to right scroll at the bottom of the screen to scroll all the way to the right.

If you do not open the creditor box to display the list of creditors, and simply click on **Next**, your claim will be filed using the name highlighted on the displayed creditor list.

If the creditor list is quite long, you can enter the first three or four letters of your creditor's last name or business name to obtain a shorter list of creditors.

3. If your claimant is not on the creditor list, or if your claimant is on the list but at an address different from that on your claim, then select **Add Creditor**, (the case number will be displayed, click on Next), to add your claimant at the address on the claim.

When inputting your claimant on the creditor list, use no more than the name line plus 4 address lines. Enter in ALL CAPS. Leave type as **Creditor**. Leave dot in No for Creditor Committee. Place radio button in **Last Entry circle** and click on **Next**. Then click on **Submit**. Then click on **File a Proof of Claim**. Repeat steps at paragraph 2 to include all steps for selecting the creditor. You will need to open the creditor list box to find the claimant you just added. The system does not automatically select the party just added.

4. Select your claimant from list displayed and click on **Next**.
 5. Input information and data on claims register screen. If filing an amended claim, input the original claim number in the **Amends Claim #** box. If filing a withdrawal of claim or assignment/transfer of claim, in the remarks section input “Withdrawal/Assignment/Transfer of Claim No. _.”
 6. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts.
 7. Any account number should be input in the **Description Box** and the **Remarks Box** may be used for any other information you may want to input.
 8. Click on **Next**.
 9. Load the claim, amended claim, withdrawal of claim, or assignment/transfer of claim in pdf format. You are given the opportunity to add one or more attachments. If the file size of scanned exhibits exceed 3 megabytes, they should be broken up into sections under 3 megabytes. Do not file only the proof of claim and then send the paper exhibits to the court. You must e-file all exhibits or other attachments.
 10. No paper copy of the claim, amended claim, withdrawal of claim, or assignment/transfer of claim should be sent to the court. Pursuant to Local Bankruptcy Rule 2083-10, in a Chapter 13 case, a copy of a secured or priority claim is to be served on the trustee and the debtor. Such service on the Chapter 13 trustee and attorney for debtor may be made by e-mail as provided in the court’s Interim Operating Order.
 11. The ECF system will display a Notice of Electronic Claims Filing which is evidence that the filing was completed. This is also your proof of filing. You should print this notice or save it in electronic format.
 12. If you are the trustee or attorney for debtor filing a claim on behalf of a creditor pursuant to Bankruptcy Rule 3004, you must provide a paper copy to the court.
- C. If you file a high volume of requests for notices or transfers/assignments of claims, you may file them using the batch filing process. To obtain access for the batch filing process, check the box on the application requesting access to the batch filing process. A set of instructions on the batch filing process will be sent to you with your password.